



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, DIVISION SUPPORT COMMAND
4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

AFYB-SC-CDR

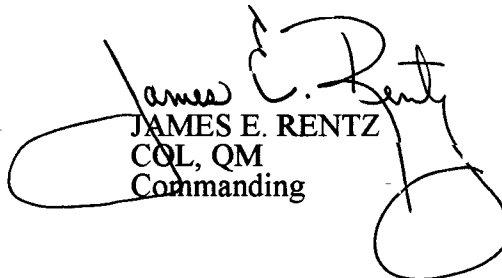
10 SEP 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum # 9 - DISCOM Serious Incident Reporting (SIR) Procedures for Staff Duty

1. **PURPOSE.** To establish guidelines for the Staff Duty when a serious incident occurs.
2. **SCOPE:** This memorandum is applicable to all Battalions/Separate Companies assigned to the DISCOM.
3. **BACKGROUND:** The DISCOM's standards for "Serious Incidents:"
 - a. Death of any DISCOM soldier or immediate family member.
 - b. Any serious injury requiring hospitalization of a soldier or immediate family member.
 - c. Arrest of a soldier or any incident where a police blotter report will be issued.
 - d. Any alcohol or drug related incident involving a soldier.
 - e. Any incident involving loss or damage to a DISCOM vehicle, equipment, or property.
 - f. Actual or possible compromise of operational codes.
 - g. On or off-post terrorist threats, activities directed against DISCOM soldiers, equipment, or units.
 - h. Other unusual incidents or incidents that may bring discredit or adverse publicity on the Army.
4. **PROCEDURES FOR SDNCO'S:**
 - a. When an SDNCO receives information on a soldier he/she will start the initial Serious Incident Report (SIR) containing at least the name, rank, and unit of those involved; nature and type of incident; the time it occurred; status and condition of those involved; and type of equipment involved. Do not wait for full details to submit your initial written report to Division.
 - b. Notify the DISCOM XO and the Company Commander or First Sergeant of the soldier(s) involved.
 - c. Contact the Division FOD. If you receive a SIR concerning an enlisted soldier that must be forwarded to the Division, contact the DISCOM CSM. If the SIR involves an officer, contact the DISCOM S-1.
 - d. Finalize the SIR and submit the written report through DISCOM to Division.
 - e. Ensure that complete entries are made in the journal of details and progression of the soldier.

- f. Update the DISCOM Chain of Command and Battalion Staff Duty Officer.
- g. If in doubt on whether an incident requires the immediate attention of the DISCOM Commander, contact the DISCOM XO, S-1, or CSM.
- 5. The POC is the DISCOM S-1 at 288-5952.
- 6. **WRANGLERS!!**


JAMES E. RENTZ
COL, QM
Commanding

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